Northwestern University’s 2015 United Way Campaign Kicks Off October 6

As we approach the time of year when many of us consider making charitable gifts to organizations that support causes of importance to us, we hope that you will consider a contribution to Northwestern University’s United Way Campaign. As one of the largest employers in the area, Northwestern’s contributions make a positive difference in the lives of our neighbors in need. Last year, the university community exceeded our goal of $300,000, with donations from 952 donors.

Northwestern’s 2015 United Way campaign kicks off Tuesday, October 6, and we hope again to raise $300,000. You can direct your donation to the United Way or a charity of your choice. Our campaign will run from October 6 to December 18.

Online giving will once again be an option for this year’s campaign. United Way’s user-friendly eWay website saves paper and streamlines the giving process. It’s an easy and secure way to make your pledge to the United Way or the charity of your choice via credit card, check, or payroll deduction. On October 6, Northwestern faculty and staff will receive an email with a link to the website and personalized log-in information. We encourage donors to use this site, but paper forms will still be available for donors who prefer them.

Game Day Tickets:
This year we’re happy to offer incentive coupons to the Saturday, February 27, 2016, Northwestern vs. Rutgers men’s basketball game. Details for receiving the coupon will be available as part of the donation process. Thanks to Northwestern’s Department of Athletics and Recreation!

The generosity of the Northwestern University community in the 2014 campaign made a tremendous impact throughout Chicagoland. We look forward to another successful year.

If you have any questions about the United Way campaign, please contact Rachel Sova, Campaign Co-Chair, at 847-467-2491.

New U.S. Bank Location Opens on Chicago Campus

U.S. Bank has opened a new branch location in Northwestern Memorial Hospital’s Feinberg Pavilion, 2nd floor. This exciting change will allow U.S. Bank to provide more space and privacy to accommodate banking customers.

For more information on U.S. Bank services and linking your WildCARD to your U.S. Bank checking account, please visit the Banking section of our website or contact usbank@northwestern.edu.

Evanston Day of Caring September 19 – Sign Up Now!

Join the fun while helping various organizations throughout the city as part of the second annual United Way Evanston Day of Caring volunteer event on Saturday, September 19, 2015, from 8:30 a.m. to noon. Work on much-needed service projects at District 65 schools, YWCA Evanston/North Shore, PEER Services, and more! Register for a volunteer project today at VolunteerEvanston.org.

A post-event celebration and lunch will be held at Ryan Field from noon to 2 p.m. and is free for all volunteers who RSVP at the time of registration.

Silent Auction October 30 to November 6

Don’t miss your chance to bid on great prizes donated by businesses. The annual online NU United Way auction offers a variety of items, including tickets to sporting events, hotel stays, electronics, memorabilia, and gift cards. Keep an eye out for future announcements!
Transportation News

NEW SHUTTLE ROUTES, STOPS, AND SCHEDULES FOR 2015-2016

Northwestern University shuttles have resumed their academic year schedules. Please be sure to review the updated shuttle brochures to familiarize yourself with the new routes, stops, and schedules:

NEW! CTA #201 BUS SERVICE

Beginning September 1, students, faculty, staff, and anyone else with valid Northwestern University photo identification can ride the Chicago Transit Authority’s #201 bus for free through June 30, 2016. The #201 bus route extends from the CTA Howard station to the Evanston campus, with stops in the Evanston business district, and all the way down Central Street to Old Orchard and back. See our website for schedule details.

Simply present your WildCARD to the CTA bus driver to ride the #201 for free. This free access is only valid for the #201; WildCARDs will not be accepted on any other CTA bus routes.

RYAN FIELD SHUTTLE ELIMINATED

The Ryan Field shuttle has been eliminated and replaced with the CTA #201 route listed to the left, which offers more buses, longer service hours, and extended routing.

Track the shuttles!

DoubleMap shows the location of active shuttles on each route and provides estimated wait times.

Free apps are available for iPhone and Android, plus a mobile version of the site for use on other mobile devices.

Tracking for the CTA #201 will not be available on the DoubleMap app. The CTA does not offer an official app, but you can find a list of suggested mobile apps on their website.

Notice Regarding Ryan Field Shuttle Stop and Charter Buses

As Northwestern continues our efforts to strengthen relationships with the City of Evanston, University Services is taking steps to curb both air and noise pollution thereby reducing the number of disturbances to our neighbors in the community near Ryan Field. To help further these efforts, please be advised of the following:

CHARTER BUSES

University Services encourages the Northwestern community to work with us when chartering a bus for an event. There are numerous advantages to working with us, including discounted rates, ease of payment, and quality assurance. However, if you choose to charter a bus independently or have a group coming to campus, it is required that you communicate to that company or group two important rules:

• No buses may idle in the Ryan Field lots. Parking in the lots with their engine off is acceptable, but if needed in that area for pick-up, buses must instead stage on Ashland Avenue between Central Street and Isabella Street.

• Drivers must abide by the City of Evanston Anti-Idling Ordinance. Buses may not idle for more than 5 minutes in any 60-minute period. Violators may be subject to fines.

BOARDING SHUTTLES AT RYAN FIELD

When boarding shuttles at Ryan Field, it is essential that all riders are waiting at the bus shelter in the parking lot at the scheduled departure time. The shuttle will “load and go” as it does at all other stops on the route. This means it will pull into the lot at the scheduled departure time, load passengers standing at the stop, and immediately leave; it will no longer arrive at the stop early in order to wait for riders to exit their vehicle, gather their belongings, and walk to the shuttle stop to board. This will reduce the time shuttles are in the parking lot thus lessening the impact to our neighbors.

For questions about this notice or the shuttle schedules above, please contact Paul Merkey, Transportation Manager, at 312-503-5540.

Try the Emergency Ride Home (ERH) Program

Northwestern offers an Emergency Ride Home Program (ERH) for all of the university’s registered PACE Rideshare participants. In the event of an emergency, reimbursements will cover taxi rides and single-use Metra, Pace, or CTA tickets home.

Covered emergencies include:

• Accident or injury to you or your immediate family
• Sudden and unexpected illness
• Major individual catastrophe (e.g. fire, gas leak, flood)
• Unexpected breakdown in your usual commuting plans home (e.g. last-minute cancellation of carpool, mechanical problems)

To make a claim, simply submit a completed ERH reimbursement form and the original receipt within 30 days of travel.

For details, visit the Pace Rideshare section on our website or contact Paul Merkey, Transportation Manager, at 312-503-5540.
Motor Pool – We’ll Pick You Up!

When renting a vehicle from the Northwestern Motor Pool in Evanston, you now have the option of requesting a ride from your office to the Motor Pool office at 2020 Ridge when picking up your rental vehicle.

If you would like a ride, you will need to call the Motor Pool office (847-491-5075) the day before your rental starts and request to be picked up. This service is offered based on driver availability. We may not be able to honor all requests. The best times for pickups are prior to 9:30 am or after 3:30 pm.

When calling, simply provide your name, the time you requested your reservation to start, the time you’d like to be picked up, and the address of the building where you will meet the driver.

When dropping off a rented vehicle, if requested and based on driver availability, we’ll also give you a ride back to your office.

This service is only offered on the Evanston Campus. If you have any questions, please contact Tom Luczkowiak, Sr. Manager, at 847-491-8411.

Enterprise CarShare Offers $5 Hourly Rates for Nissan Cars on Evanston Campus

Enterprise CarShare (formerly IGO) has entered a partnership with Nissan to bring two new cars – a Sentra and an Altima – to the Evanston campus.

From September 11 to December 31, 2015, CarShare users at Northwestern can receive $5 hourly driving rates (plus tax, including 200 miles) on available Nissan models located on the Evanston campus, which is an average savings of $3.50-$5 per hour.

Nissan CarShare vehicles are located at 2001 Sheridan Road and 619 Clark Street. Contact Paul Merkey, Transportation Manager, at 312-503-5540 with questions.

University Bike to Work Week Team Wins Team Spirit Award

At an awards ceremony held in August, Northwestern was honored with the Team Spirit Award for logging the most rides, the most miles, and having the biggest team during the 2015 Chicagoland Bike Commuter Challenge.

Throughout the Challenge, 240 Northwestern team members commuted 1,237 trips totaling 6,785 miles. Team captain Elizabeth Adamczyk accepted the award.

Congratulations to the team!

Training for New Stockroom Ordering Process

The new Fisher and Sigma Stockrooms will reopen on October 1, 2015. There will be a change in the ordering and invoicing process as stockroom transactions will now be automated through the use of iBuyNU. Please register for one of the below sessions on your campus to learn about the new ordering process.

Course Name: FMS808 Stockroom Ordering Process (click to register)

This training is designed to provide business offices and lab administrators responsible for managing stockroom access, approving stockroom purchases, and processing stockroom invoices with the knowledge to implement the appropriate business process for their groups. Others are also welcome to attend. Sessions below to learn about the new ordering process.

<table>
<thead>
<tr>
<th>Chicago Campus:</th>
<th>Tuesday September 15, 2015: Lurie, Baldwin Auditorium, 1st Flr 9am-11am</th>
<th>Wednesday September 16, 2015: Lurie, Baldwin Auditorium, 1st Flr 9am-11am</th>
<th>Thursday September 17, 2015: Lurie, Hughes Auditorium, 1st Flr 1pm-3pm</th>
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</thead>
<tbody>
<tr>
<td>Evanston Campus:</td>
<td>Tuesday Sept 22, 2015: Chambers Hall, Ruan Conference Center Lower Level 9am-11am</td>
<td>Wednesday Sept 23, 2015: Chambers Hall, Ruan Conference Center Lower Level 9am-11am</td>
<td>Thursday Sept 24, 2015: Norris 101, Wildcat Room 10am-12 Noon</td>
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If you have any questions please contact Kim Li, Procurement Administrator, at 847-467-0837.
Travel Services News

Travel, Entertainment & Courtesy Policy Updates

Annually, financial policies are reviewed in an ongoing effort to improve operational efficiency and enhance the internal controls environment of the university. The following is a summary of the changes to the Travel, Entertainment & Courtesy Policy.

- Premium economy travel is permitted, with written pre-approval from the sponsor for sponsored projects, when scheduled flight time, including stopovers and change of planes, is in excess of 12 hours. Premium economy is not offered in all markets and on average is one-half the cost of a business class fare.

- The use of upgraded/preferred coach seating options are generally a traveler’s personal choice and therefore is a traveler’s personal expense.

- Uber, Lyft, and other similar transportation services are permitted options, and may include surcharges and fees. Surcharges and fees may be reimbursable if the total cost is comparable to other ground transportation options, and must be clearly documented to substantiate reimbursement.

Refer to the updated Travel Policy for more information. If you have any questions, please contact Jeff Levin, Travel Services Manager, at 847-491-5993.

Reminder Regarding American Airlines’ Merger with US Airways

To ensure you get your miles when flying on US Airways:

- When updating traveler profiles in Orbitz for Business with AAdvantage numbers, the AAdvantage numbers should only be designated as American Airlines, not US Airways. Account numbers designated as US Airways are not recognized and no miles will be earned.

- Don’t enter an old US/Dividend Miles account number into the profile as the AA loyalty number.

- When using an AAdvantage number to book an itinerary that includes US Airways marketed flights, the AAdvantage number will be associated with the US Airways flights in the itinerary.

- Once members have stored their new AAdvantage number, the US Airways number can be deleted.

Please contact Jeff Levin, Travel Services Manager, at 847-491-5993 with any questions.

Dining Discount Program Now Available on Chicago Campus

Four Chicago campus-area restaurants – Coco Pazzo Cafe, Frankie’s Scaloppine & 5th Floor Pizzeria, Quartino, and Roy’s – have been added to our Dining Discounts program. These restaurants offer fixed-price menus for Northwestern faculty and staff that stay within the university’s Entertainment Guidelines. Prices vary by restaurant but are below $65 per person, including tax and tip. Please note: This program is intended for business use only.

We are working to secure even more fixed-price menus at Chicago campus-area restaurants, so check our website for upcoming additions! If you have questions, or would like to suggest a restaurant, please contact Rachel Sova, Marketing Manager, at 847-467-2491.

Orbitz for Business Implements New Security Initiative for Expired Credit Cards

Orbitz for Business has implemented a security initiative to change how expired credit cards are handled on the site. Beginning August 21, 2015, customers will be notified that any credit cards stored in a traveler’s profile will be automatically deleted 90 days after expiration, in order to allow customers time to update the expiration date of any impacted credit card(s).

For questions, please contact Jeff Levin, Travel Services Manager, at 847-491-5993.

Example of new messaging on the Orbitz for Business site:

Billing information

Expired credit cards will be automatically deleted 90 days after expiration.

You can add new credit cards or edit your credit card information that you use to book your travel. You can change your credit card number(s) at any time.
**Vend and Win – Share a Coke!**

Now through October 1, 2015, select bottles of Coca-Cola Classic in campus vending machines will have instant-win stickers on random bottles for a chance to win a personalized 8 oz glass Coke bottle! So, if you buy a Coke bottle during this time at these locations, be sure to check your bottle for a sticker that says you’ve won!

Winning stickers are seeded on bottles in vending machines and contain a unique code that will allow the winner to go to shareacoke.com and order the name they want on their bottle. Their code will cover the bottle and shipping costs and ship directly to the winner.

For questions about this contest, contact Ellen Barnes, Vending Services Manager, at 847-491-3274.

**Need a Vending Refund?**

If you lose money in a University vending machine, you can receive reimbursement from a refund bank location.

**Problems with a broken machine or inventory supply?**

Please call the phone number on the vending machine sticker (pictured right) and provide the machine number.

**WildCARD Advantage Spotlight**

New WildCARD Advantage merchants for Spring 2015:

- **The Barre Code**
  - Evanston
  - bit.ly/advbarrecode
  - $99/month membership (students only)

- **BucketFeet**
  - Chicago
  - bit.ly/advbucketfeet
  - 15% off

- **EarQ**
  - Chicago
  - bit.ly/advearq
  - 35% off hearing devices

- **ECycle**
  - Evanston
  - bit.ly/advecycle
  - 15% off memberships or punch cards

- **FRIO Gelato**
  - Evanston
  - bit.ly/advfrio
  - Buy 1, get 1 free

- **Geoff Martin Photography**
  - Evanston
  - bit.ly/advgeoffmartin
  - $50 off headshot photo session (students only)

- **How Do You Roll?**
  - Chicago
  - bit.ly/advhowdoyouroll
  - 10% off

- **OperationIT**
  - Chicago
  - bit.ly/advopit
  - 10-20% off

- **Pickens-Kane**
  - Chicago
  - bit.ly/advpickens
  - 10% off monthly storage rates

- **Roka Akor**
  - Evanston
  - bit.ly/advroka
  - 15% off

- **South Loop Strength & Conditioning**
  - Chicago
  - bit.ly/advslsc
  - 10% off memberships

- **Spa O Club**
  - Chicago
  - bit.ly/advspao
  - 10% off nail services

Visit our website for the full list of participating businesses: wildcardadv.northwestern.edu

Follow us on Twitter for the latest updates: @NU_WildCARD

Click on “Discounts” on the official Northwestern mobile app.
### Staff Retirements

**BRIAN PETERS**

After 17 years of service, Brian Peters, Assistant Vice President of University Services, has announced his retirement from the University effective December 31, 2015. In his role, Brian has been responsible for a wide range of services including Transportation/Shuttle Services, Mail Services, Shipping and Receiving, the Copier Management Program, Printing and Duplicating Services, Computer and Electronics Recycling, Laboratory Services, Equipment Maintenance Program, Moving Services, Trademark Licensing, Chicago Campus Parking, Motor Pool, Travel Services, Vending, the Chicago Fitness Program, and the Wildcard ID Program.

When Brian assumed the leadership position of University Services in June 1998, he worked to strengthen its management practices, organizational structure, and financial accountability and improved nearly two dozen service areas and recharge centers. Brian advanced the network of shuttle services at Northwestern to what it is today. He created the computer and electronics recycling program in 2004, which has kept more than 40,000 computers, laptops, monitors, printers, and scanners out of the waste stream and has donated 1,140 computers to 96 nonprofit organizations. Brian co-chaired the United Way Campaign since 2000 and for three of those years, total pledges/contributions exceeded $300,000. In August 2013, he instituted the Wildcard image upload option allowing new students, faculty, and staff to send in photos for Wildcard IDs in advance of their arrival to campus, all but eliminating waiting lines outside the Wildcard ID office during Welcome Wildcat Week.

In addition, Brian brought a popular free shredding day to both campuses every July and facilitated the collection of waste vegetable oil from the dining halls to convert into biodiesel that is used to run some of our shuttle buses. He was instrumental in obtaining financial and human resources to help create an improved Purchasing department.

“Brian has been an incredibly supportive partner to me and I cannot thank him enough for the many important contributions he has made to the University throughout the years,” said Nim Chinniah, Executive Vice President of Northwestern University. “He leaves us far better than he found us. I admire and respect his boundless energy and commitment to the University and his teams.”

Please join us in thanking Brian for his contributions and in wishing him the very best in this next chapter in his life.

**JAMES HARRELL**

After 40 years of service to Northwestern University, James Harrell, Supervisor of Mail Services in Evanston, has decided to retire. James started his career in Tech, doing receiving and mail for the McCormick School of Engineering, moving up to Lead Storekeeper and eventually as Supervisor over Mail Services. Please join us in thanking James for his years of dedication, his service to his customers, and for generally being a great person and coworker. We all wish him well in this next stage of his life.

### University Services Directory

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<tr>
<th>Department</th>
<th>Contact Information</th>
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<td><strong>Brian Peters, Assistant Vice President</strong></td>
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<td><strong>Chicago Campus Fitness &amp; Recreation</strong></td>
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<td>Eanes Stockroom</td>
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<td>Gases, Tank Rental &amp; Dry Ice</td>
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<td><strong>Marketing &amp; Communications</strong></td>
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<td>Rachel Sova, Interim Manager</td>
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<td><strong>Printing, Duplicating &amp; Copyright Clearance</strong></td>
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<td>Quartet Evanston</td>
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<td>Quartet Jacobs Center</td>
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<td>Quartet Chicago</td>
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<td>Bus Charters</td>
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<td>Motor Pool, Evanston</td>
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<td>Marge Grzeszczuk, Sr. Manager</td>
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<td>Paul Merkey, Manager: 3-5540</td>
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<td><strong>Travel Services</strong></td>
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<td>Jeff Levin, Manager: 1-5993</td>
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<td><strong>Vending</strong></td>
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<td><strong>WildCARD</strong></td>
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<td>Evanston Campus</td>
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<td>Chicago Campus</td>
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<td>Art Monge, Manager: 7-3135</td>
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<tr>
<td><strong>WildCARD Advantage Program</strong></td>
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<td>Rachel Sova, Interim Manager</td>
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</tbody>
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University Services
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